



SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY

Invites your application for

Deputy Court Clerk III

Recruitment #10-2007

\$2,744 – \$3,574 monthly
(plus generous benefits)

PROMOTIONAL ONLY (Only current permanent employees of the Court are eligible to apply for this recruitment)

OPEN UNTIL FILLED. Priority Screening Deadline: Tuesday, July 3, 2007 by 5:00 p.m. Applications received after this deadline will be reviewed on an as needed basis.

THE POSITION

A Deputy Court Clerk III, under general supervision, provides lead supervision to Court clerical staff. In the Operations Division, a Deputy Court Clerk III performs the more complex, responsible, and specialized work in the processing and filing of legal documents in Court proceedings; and performs related work as required. In the Records Management Division, a Deputy Court Clerk III assists in developing, implementing and monitoring procedures for records management, retention and destruction for all case types and exhibits and performs related work as required. Individuals appointed to these positions must be able to work independently; possess good interpersonal and oral communication skills; and maintain a positive and professional attitude. Regular and punctual attendance is essential.

The Court has divisions in Salinas, Monterey, Marina, and King City. Vacancies may be filled in any one of the Court's four locations. A Deputy Court Clerk III may be required to rotate among the four locations.

MINIMUM QUALIFICATIONS

Thorough knowledge of: Legal terminology sufficient to read and understand Court related documents

Working knowledge of: Procedure and practices of the Court; office procedures; filing methods and record-keeping

Skill and ability to: Assign, review, and monitor the work of others; provide training, guidance, and informal counseling; prepare written memorandums and Court documents; computer operations and software; type 40 net words per minute.

EXPERIENCE AND EDUCATION

The knowledge, skills and abilities listed above may be acquired through various types of education, training, or experience. A typical way to acquire the required knowledge and abilities is listed below:

Experience

Two years of responsible court or legal clerical experience at a level equivalent to Deputy Court Clerk II.

OR

Experience

Three years of clerical experience performing complex and detailed processing of a variety of legal documents in accordance with court procedures and legal codes and some responsibility for counter and office support duties.

THE IDEAL CANDIDATE

The ideal candidate is a professional, self-starter who can work independently in a new environment.

CONDITIONS OF EMPLOYMENT

Possession of a valid current California class C driver license, or must be able to provide suitable transportation that is approved by the hiring authority.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to: Bend, stoop and reach in order to retrieve files; use a step stool to reach files and supplies of forms stored up to eight feet high; pull files from long, narrow filing units with a four foot space between units; lift and carry items up to 20 pounds; personal mobility to work in various office locations; ability to sit at a desk and/or computer for extended periods of time up to 6 hours a day.

FILING REQUIREMENTS AND SELECTION PROCEDURE

All applicants must file the following documents with the Superior Court of California, County of Monterey, 240 Church St., Suite 305, Salinas, CA 93901, to be eligible for consideration: 1) Court Application; and 2) Responses to Supplemental Questions. These documents must be received by Tuesday, July 3, 2007 by 5 p.m., to meet the priority screening deadline. Application materials may be obtained from any of the Court's locations, by telephoning (831) 775-5400, ext. 3007, or email courtjobs@monterey.courts.ca.gov, or by visiting the Court's web site at www.monterey.courts.ca.gov.

TENTATIVE SCHEDULE

- Tuesday, July 3, 2007 - Application materials due to meet priority screening deadline.
 - July 3 - 6, 2007 - Qualifications review.
 - Week of July 9, 2007 – Written examination.
 - Week of July 16, 2007 - Final interview.
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- The selection process is tentative and applicants will be notified if changes are made.
 - The competitive process includes submitting a completed Monterey Superior Court Application and responses to Supplemental Questions. Applicants who fail to submit all of the required materials will not be considered for this position.
 - Resumes will not be accepted **in lieu of** required application materials.
 - Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.
 - Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

SUMMARY OF BENEFITS (F Unit)

Retirement: Public Employees Retirement System P.E.R.S.) 2% @55 (100% paid by the Court)

Holidays: 13 days a year

Vacation: Accrues at the rate of 3.7 hours per pay period. The accrual rate increases after 3, 10, 15, 20 and 25 years of service.

Sick Leave: Provides salary continuation for absence due to illness and is earned at the rate of 3.08 hours per pay period.

Educational Leave: One 8-hour day per calendar year.

Medical, Dental & Vision Care: Flexible Spending Account: available benefits medical/dental; vision, prescription drugs and dependent coverage.

Life Insurance: \$25,000 life insurance policy.

Deferred Compensation: A deferred compensation program is available.

Professional Development: \$100.00 stipend payable the 1st pay period of each calendar year.

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

SPECIAL NOTES

If you believe you possess any disability that would require test accommodations, please call 831-775-5400, x3007.

THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY IS AN EQUAL OPPORTUNITY EMPLOYER

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY

DEPUTY COURT CLERK III (Recruitment #10-2007)

REQUIRED SUPPLEMENTAL QUESTIONS

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each of the areas listed. Please place your name and the position for which you are applying on each page. Your response to the supplemental questions must be made on a separate sheet of paper.

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1. Describe the type and level of experience you have had which would demonstrate your ability to serve as a lead worker over other employees; such as train, guide, review, assign and monitor the work of others.
 2. Describe your experience in a court or in a court related office. For each assignment, describe the length of time and your specific responsibilities.

**DO NOT USE THE SPACE ABOVE OR BELOW TO RESPOND TO THE SUPPLEMENTAL QUESTIONS.
PLEASE USE A SEPARATE PAGE FOR YOUR RESPONSES.**